

# **LIBRARY PAGE**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E645

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position performs various duties, which include checking in, and shelving print and non-print materials, processes print and non-print materials for circulation and other general entry-level library related work.

## **SUPERVISION RECEIVED**

This position works under the direct supervision of the Library Circulation Specialist.

## **SUPERVISION EXERCISED**

Supervision is not a normal responsibility of this position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Checks in library materials using the Millennium computer terminal; routes materials for transfer, reserve or cataloging; sensitizes and/or desensitizes materials; arranges materials by Dewey number and collection on book trucks for shelving; and checks in audiovisual materials as required, replaces cards and shelves in appropriate location by numerical order.
2. Shelves materials according to Dewey number and collection; assists Library users to find specific books with given call numbers; answers routine directional questions and refers non-routine questions to higher level staff; straightens materials on tables, chairs and shelves; returns magazines to periodical shelves or places in location for shelving by library volunteers; returns genealogy materials to the appropriate section or places in location for shelving by volunteers; maintains the new book shelves as books are returned, and assures that all library materials are in the proper location for accessibility to the public.
3. Performs work in accordance with federal state, City and Library employment and safety laws, rules and standards.

## **OTHER JOB FUNCTIONS**

1. Performs various clerical tasks in support of Library operations.
2. Maintains currency regarding Library policies and procedures.
3. Performs related work as required.

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## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Standard office procedures and equipment; and
- Basic math.

### Ability to:

- Learn the Dewey Decimal Classification System;
- Learn Millennium procedures;
- Respond to changes in Library policies and procedures;
- Learn about the various Library collections;
- Recognize safety hazards and report to the appropriate authority;
- Develop effective working relationships with Library staff and the general public;
- Learn routine processes within a reasonable period of time;
- Understand and follow instructions;
- Maintain accuracy in filing materials; and
- Demonstrate effective time management.
- Establish and maintain effective working relationships with diverse populations.
- Communicate effectively with the public and other employees.

## EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include the equivalent of high school graduation.

## PHYSICAL DEMANDS

While performing the duties of this position, an employee is frequently required to stand for extended periods, sit, bend, reach and manipulate objects. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 40 pounds. The ability to read at close distance, distinguish between colors, and perform detailed work is required. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 12/99

Revised: 05/01

Revised: 01/06